

OFFICE OF THE GOVERNOR

GRANTS PROGRAM

CAPITOL, 300 SW 10TH AVENUE, SUITE 212 S, TOPEKA, KS 66612-1590

FAX: (785) 291-3204

GRANT PROJECT NARRATIVE REPORT

Due April 10 and October 10

The information provided on this report will be used by the Governor's Grants Program staff to review progress on the funded grant projects. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing laws and regulations. Instructions follow.

1. NAME AND ADDRESS OF SUBGRANTEE ORGANIZATION

2. GRANT PROJECT NUMBER

3. REPORTING PERIOD (MMDDYY)

FROM: / /

TO: / /

4. GRANT AWARD AMOUNT

5. DATE OF REPORT

6. PHONE NUMBER

7. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL

8. SIGNATURE

9. COMMENCE REPORT HERE (CONTINUE ON PLAIN PAPER)

10. NUMBER SERVED AND/OR TRAINED BY VOCA GRANT PROJECT DURING REPORTING PERIOD:

Served:

Trained:

Approved by Office of the Governor

Date:

INSTRUCTIONS FOR VOCA GRANT PROJECT NARRATIVE REPORT

The Grant Project Narrative is grant project specific and should explain how the Federal Victims of Crime Act (VOCA) program assisted the subgrantee during the reporting period in achieving each goal and objective. Also, be clear in the number of people served and/or trained (unduplicated count). Be sure to address each of the following questions:

Semi Annual Assessment

Due: April 10 and October 10, 2006

1. What are the major issues, if any, that hinder the subgrantee in assisting crime victims in filing for compensation benefits and in understanding state victim compensation eligibility requirements?
2. Describe efforts to promote coordinated public and private efforts within the community to aid crime victims.
3. Describe efforts taken to serve crime victims, i.e. coordination to aid crime victims.
4. Describe any notable activities conducted at the local level to improve the delivery of victims services (i.e. needs assessments, program monitoring, and program evaluation). Include training efforts and use of VOCA approved training funds, if applicable.
5. Include and/or attach anecdotal information and individual case history illustrating one way in which VOCA funds have been used to assist crime victims (letters from crime victims are helpful).
6. Identify any emerging issues or notable trends impacting crime victim services in your local area.

Year-end Assessment

Due: October 10th, 2006

7. If VOCA grant funds diminish, please explain the impact it would have on the VOCA funded grant project.
8. If additional VOCA grant funds were available, explain how it would help the program meet the needs of victims of crime.